



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Community Partnership Coordinator** FLSA Status: **Exempt**
 Job Family: **Support Services** Pay Range: **SS90Y**
 Prepared/Revised Date: **January 19, 2017** Job Code: **35105**

SUMMARY: Responsible for coordinating PSD's business and community partnerships and programs, serve as liaison between businesses, non-profit organizations, community initiatives and district/schools and programs. Supervise Department Technician I (Volunteer) with efforts regarding facilitation of volunteer registration, coordination, background checks and activities in schools and district-wide programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Create a comprehensive business and community partnership program for PSD schools based on positive relationships and meaningful involvement in classroom activities.	D	34%
2. Serve as the district liaison for business partnerships, non-profit organizations and community initiatives with regard to collaboration with schools by in efforts to cultivate involvement in PSD; present a positive image of PSD in the community, effectively convey PSD vision and objectives to businesses and organizations, and design and oversee events and strategies.	D	19%
3. Attend work and arrive in a timely manner.	D	1%
4. Collaborate with PSD departments and school sites for business and community involvement and partnership opportunities.	W	13%
5. Oversee Volunteer Program with Department Technician I (Volunteer), coordinating efforts of volunteers at school sites with staff and school volunteer coordinators, coordinate background check process and communications with volunteers and school site designees, liaison with software program for background checks and volunteer registration.	W	9%
6. Manage and maintain business and community partnership webpage, social media platforms and partnership database	W	2%
7. Develop plans for communicating specific programs/events regarding business and community partnerships, engagement and involvement and activities/events for the district.	M	4%
8. Collaborate with Communications Department regarding appropriate marketing materials/media and promotion of business and community partnerships; promote PSD and Foundation brands, vision and mission in community.	M	4%
9. Liaison with Communications Department regarding publicity, promotion and media coverage of business and community engagement activities and programs.	M	3%
10. Implement comprehensive advertising program/opportunities for business as a means of involvement in PSD.	Q	8%
11. Serve as supplemental district liaison to PSD Foundation, interacting with businesses and non-profit organizations to support involvement in PSD, the Foundation and joint activities, facilitating relationships when necessary with businesses, organizations and the PSD Foundation.	Q	2%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in public relations, communication or related field plus three to five years of related experience required.
- Equivalent combination of education and experience is acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Initiative, creativity and organizational skills
- Effective writing, editing and proofreading skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of project/process management
- Knowledge of development process/fundraising
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Department Technician I (Volunteer)	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	



VISION DEMANDS:	Required
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	